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Director of Training

16 December 1960

Chief, Plans and Policy Staff

Answer to OTR Notice 26-60, Contributions to Training Effort

1. Pursuant to paragraph 4 of Notice 26-60, and if it is acceptable to the DTR, PPS/TR will attempt to make a group contribution to the training effort. In some ways PPS is already a "production unit." We propose to take the following steps:

a. To publish the Guidelines for Effective Teaching, which the DTR already has approved in draft.

b. Next, in collaboration with Overseas Training, to prepare [redacted] version of the Guidelines for use by Case Officers overseas who have training responsibilities [redacted]

c. To produce a training package including a typical instructor training schedule, [redacted] Guidelines, the handouts, slides, designs for charts, lists of basic training aids, etc. appropriate for training [redacted]

SIGNED

Distribution:

Orig. & 1 - Addressee  
2 - PPS

OTR/PPS [redacted] d (16 Dec 60)

25 YEAR RE-REVIEW

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